



MEMORANDUM

TO: Mayor Asa Wilson and Members of the Board of Aldermen

FROM: City Clerk Ruth Baker

DATE: August 28, 2006

SUBJECT: Work Session of Saturday, August 26, 2006

Please allow this memo to serve as a brief summary of the Work Session held on Saturday morning, August 26, 2006 beginning at 7:33 a.m.

Those present were: Alderman Clement, Alderman Steinbrenner, Alderman Ottenad, Alderman Wandishin, Alderman Diehl, Mayor Wilson, City Administrator/City Engineer Ed Blattner, Director of Finance Michelle DePew, Assistant Director of Public Works Bob Ruck, Chief of Police John Connolly and Director of Planning, Zoning, and Economic Development Franz Kraintz. Alderman Tullock participated by telephone.

Commissioning the City Attorney's Time

For your information, please see attached Ordinance # 03-1407 which is the re-appointment of Patrick Gunn as City Attorney in 2003. This Ordinance sets forth the conditions of his service to the City. There was much discussion about the differential of Attorney Gunn's time from the retainer to billings in excess of the retainer. This topic was discussed on a number of issues, and especially there was discussion regarding what role Attorney Gunn may or may not relay on issues. It is believed that this matter will be discussed in the future.

Security Issues

Chief Connolly talked about some security issues in City Hall, the Parks Department office and possibly the Public Works garage. He is doing more research, but he is of the opinion that a silent alarm system for City Hall, the Parks Office and pool facility may be warranted. He is looking into having a metal

detector installed, much like at the airport, for meetings and court at City Hall. He would also like to look at securing the front counter as far as preventing an irate person of being able to jump the counter or their being able to grab a staff member. Chief is proposing to put \$15,000 in the 2007 budget to look at these issues of security, as he believes the City probably is warranted to look at more security measures for the safety of the employees.

Temporary Signs

Alderman Ottenad stated that on the weekends, there is obviously a lot of illegal merchant signage being put up. It was noted that there is illegal signage put up along Manchester Road by merchants outside the City. Discussions were held as to what could be done. Chief Connolly indicated that he could have the Police Department pick up these illegal signs on weekends. There was some discussion about giving advance warning to the owners of the signs and the City possibly putting a press release in the *Press Journal* that the City is going to crack down on these illegal signs.

Revenues and Expenses

Finance Director Michelle DePew gave a brief overview on revenues and expenses through second quarter 2006. A slight overview of 2007 was presented, and she advised that meetings will be held during September with Department Heads.

2007 Budget Items

a. Capital Improvements

City Administrator Ed Blattner gave a review of what has been accomplished during 2006 on street and bridge repairs. The Public Works Department has not to date undertaken a field survey of what the replacement needs may be for next year, but that will be hopefully done in the next month or so.

b. Generator for Public Works Garage

City Administrator Ed Blattner stated that the Public Works Garage building is set up for generator service, but because of budget concerns, the generator was never installed. Because of the power outages which occurred in 2005 and 2006, it is believed it would be in the City's best interest to put a generator in the garage so emergency service could be provided to citizens and City services could be run from the garage. It is estimated the generator will cost \$50,000, but it may be available for less.

c. Police Motorcycle

Chief of Police John Connolly recommends that in 2007, a Police Motorcycle be purchased from Asset Forfeiture Funds; this purchase really wouldn't affect the 2007 General Budget, because the funds would come from another source. Chief reviewed the reasons why the motorcycle would be beneficial, including events where it could be a useful tool.

d. Proposed Salary Funding

City Administrator Ed Blattner stated that the Consumer Price Index as of the end of July indicates a 3.37% increase, and a rate of 3% will be used for budget preparation purposes. The Board of Aldermen

discussed whether or not it is appropriate to tie wage increases to the Consumer Price Index. There will be further discussion in the Budget Work Sessions.

e. Promotions

1. Court Clerk to Court Administrator

City Administrator Ed Blattner talked about the possible promotion of Court Clerk Colleen Massey to Court Administrator, a salaried position. Mr. Blattner gave information about comparable positions in the metropolitan area, and stated that Colleen Massey's salary is approximately \$40,000 now and she makes approximately \$2,500 overtime. It is his recommendation that this position would be salaried, and Ms Massey would become part of the management staff. He said he felt that a \$45,000 base salary was in line with the average pay for the position, according to the survey information that was obtained.

2. Police Lieutenants to Police Captains

Chief of Police John Connolly suggested creation of the position of Police Captain and the promotion of both current Lieutenants to Captain, which would include a pay increase. He felt that was more structure to fit the needs of the Department, and it was his intent that he would not have anyone in the Lieutenant slot in the immediate future. The Board discussed this issue, and this matter will be discussed in further detail in the upcoming Budget Work Sessions.

f. Possible Employee Retirement (Severance) discussion

Dee Wangerin will be retiring in January after 22 years of service to the City. The Personnel Manual indicates that she will be entitled to three months retirement pay, which will be approximately \$7,000, prorated on 16 ½ years full time and 5 ½ years part time and the approximate percentage for hourly rates for full time and part time would be used to calculate the separation allowance. Ms. Wangerin will be the fifth City employee to receive that compensation.

Priorities of Channel A storm water plans and runoff needs

Alderman Tullock, by telephone, talked about the priorities of the Channel A storm water plans and runoff needs, and it was decided that was much too immense a topic to cover at this time; the subject will be on its own agenda at a later date.

General Traffic Issues

Alderman Wandishin talked about StealthStat and red light camera usage. Chief Connolly was very much involved in this discussion about what could be done to better manage speeding traffic and other violations in the City. The Chief is going to look into the StealthStat option and how that might be beneficial for the City to collect data on traffic movement on certain streets. This topic will also be discussed in more detail at a future meeting date.

Park Grants

Director of Parks and Recreation Judy De Rose believes the City is in line for a grant at this time due to a number of reasons. She would ask for a new slide structure at the Aquatic Center for an estimated

\$110,000. She suggested going ahead and putting in a grant application for the City. Other possible grant topics include additional park land and equipment. This will be discussed further at a future Work Session.

Letter in the *West Newsmagazine*

Alderman Ottenad talked about the John (C. K.) Lancaster's attacks on the Police Department and his letters to the editor of the *West Newsmagazine*. The Mayor and members of the Board of Aldermen had a discussion about the Mayor responding to his erroneous charges. Chief Connolly will make a list of bullet points for a letter from the Mayor.

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Ruth E. Baker, City Clerk